

**MINUTES**  
**SENIOR CITIZENS ADVISORY BOARD**  
Tuesday, March 17, 2015 • 9:00 a.m.  
San Bruno Recreation Center, 251 City Park Way

**WELCOME TO OUR ADVISORY BOARD MEETING**

If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us **48** hours prior to the meeting (616-7150).

1. **CALL TO ORDER:** Chair Goff called the meeting to order at 9:01 am
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Chair Bill Goff, Vice Chair Barbara Luzaich, Ellen Donnelly, Dorothy Carmichael, Elisa Gerald, Ken Kreisel and Karen Hornung. Absent: Flori Green. Staff Present: Danielle Brewer, Jackie Matias and Kerry Burns. Transcriber: Jackie Mattias. Guest: Leslie Hatamiya.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** **Director Burns** introduced Leslie Hatamiya, Executive Director from the Community Foundation. Ms. Hatamiya gave a brief description of the Foundation which has seven (7) Board Members and was formed by the City Council as a separate Non-Profit Foundation to benefit San Bruno community for the funds of \$70 million the City received in restitution from PG&E after the 2010 gas pipeline explosion in the City. Ms. Hatamiya noted that the Foundation is in the set-up stage and in a couple of weeks their office will be located at 901 Sneath Lane. They are starting to reach out to the community and solicit ideas of the needs of San Bruno's Community. The Foundations will have public meetings and invites everyone to attend and give their suggestions. The board thanked Ms. Hatamiya and feels we are very lucky to have found a very qualified person who lives here in our City.
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** **M/S Kreisel/Gerald** approved the minutes of the February, 2015 meeting.
7. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.)
8. **CONDUCT OF BUSINESS:**
  - A. **Treasurer's Report** – Filed for audit.
  - B. **Monthly Information and Referral, Class Attendance and Nutrition Site Reports** - Monthly Information & Referral Report and the Nutrition Site Report were distributed and all reports were reviewed.
  - C. **Special Events Minutes** – Chair Goff asked why these parties don't come thru the

Advisory Board prior. **Staff** noted that these are operational programming events and that two members of the Advisory Board also are on the Special Events Committee, so the Advisory Board is very well represented.

- D. Disabled Parking Spaces – Superintendent Brewer** met with an engineer from the Community Development Department, they reviewed parking lot and noted that we have more than the required spaces permitted. Staff suggested to have a representative from the Police Department come time to time during lunch, giving a presentation on the purpose of the handicapped spaces and give a reminder of the use of the placards. In the meantime, if anyone notices someone parking in a space without a placard to notify the front desk or Superintendent Brewer. **Board Member Kreisel** thanked staff for report.
- E. Senior Endowment Fund – Chair Goff** noted that the Endowment fund is used for items needed for the Senior Center, the last purchase was the sound system. The endowment fund is getting low and is trying to come up with ways to raise funds and he was asking what the guidelines/stipulations were. Staff noted that they can do any fundraising but all proceeds must go towards the reason of the fundraiser and go back into the fund, with the exception of salary, printing, purchase of paper, etc. to conduct fundraiser.
- F. Electronic Reader Board Sign – Superintendent Brewer** reviewed memo of goals and objectives for such a sign. She has talked with vendor regarding location of sign and installment. Staff asked if Advisory Board would be interested in funding this sign from their Trust Fund. After much discussion, **MSC Kreisel/Geraldi recommended to use Senior Trust funds to purchase the Electronic Reader Board sign. Board Members Carmichael and Luzaich not sure.**

**Board Members Carmichael and Kreisel** asked about the TV to be placed over the front desk showing special events, programs, etc. Staff is working with Cable TV and our IT Dept. to have this installed. Also, Staff has to budget for a computer to run a special program just for Senior Center's announcements.

- G. FY 2015/16 Budget – Director Burns** said that we are in Budget process now.
- We are exploring the cost of both trex compost decking and redwood materials for the replacement of the Deck.
  - Two doors to be replaced, one has already been done.
  - Part Time hours for Facility Attendant to help with rentals, this should help with custodian and free up time for more facility cleaning.
  - Replacement of tables and chairs.
  - Replacement of Stage Curtain.
  - Accordion metal door/gate to block part of kitchen.
  - Refrigerator has been installed.
  - New Roof will be added to the Capital Improvement Budget.

**Advisory Board** is very concerned with Fred retiring and who will replace him. **Director Burns** said that staff is working on this and they will be giving recommendations on how to handle this situation, guaranteeing that everyone will be happy!

**Board Member Carmichael** noted that the two side rooms going to the stage are cluttered and disgusting. Staff will look into it.

**9. CORRESPONDENCE:** None

**10. COMMENTS FROM BOARD MEMBERS:** None

**11. AGENDA BUILDING:**

A. Electronic Reader Board Update

**12. ADJOURNMENT:** Chair Goff adjourned the meeting at 10:09am

**\*\* POSTED PURSUANT TO LAW \*\***